

## CITY OF MILPITAS

Effective: 8/7/90

Revised: 10/13/98

4/4/00

9/03

9/2014

EEOC: Professional

FLSA: Exempt

Unit: Mid-Mgmt/Confidential

PHYSICAL: 6

### HOUSING AND NEIGHBORHOOD SERVICES MANAGER

#### DEFINITION

This is a management position within Department of Planning and Neighborhood Services, reporting directly to the Director of Planning and Neighborhood Services. The Housing and Neighborhood Services Manager position is responsible for supervision of the Neighborhood Services Division which includes: 1) Housing Programs, 2) Community Development Block Grant (CDBG), Program and 3) Supervision of Code Enforcement Staff. The Housing and Neighborhood Services Manager will administer various Federal, State and regional housing programs, coordinate City's participation in housing finance programs, performs delegate agency contract administration independently negotiating and monitoring CDBG contracts with private and nonprofit developers, contractors and homeowners, oversees the operation of housing rehabilitation programs, administer housing and community assistance programs for low-income persons and households, implementation of the Housing Element, provides general supervision to the code enforcement staff and assist in the preparation of the division related items of the overall department budget and other functions as assigned.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Planning and Neighborhood Services Director.

May exercise direct and indirect supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES: Under the general supervision of the Director of Planning and Neighborhood Services

Supervises staff and manages the Housing and Neighborhood Services Division with Planning and Neighborhood Services Department;

Direct grant and resources development activities including applications for Federal, State, foundations programs and activities;

Coordinates the preparation of Community Development Block Grant (CDBG) Consolidated Plan, Action Plan and Consolidated Annual Performance Evaluation Report (CAPER);

Oversees and ensures compliance with federal CDBG budgeting, recordkeeping, reporting and auditing requirements;

Coordinate the implementation of Housing Element goals, policies and objectives

Administration of City's affordable housing programs;

Manages outside contracts for fair housing, rental information and mediation and tenant-landlord resolution;

Negotiate and monitors contracts with private and non-profit developers, contractors and homeowners for the construction and rehabilitation of housing;

Services and liaison with county, regional, state and federal agencies and private industry in the development and coordination of housing program and projects;

Assists in the coordination of special housing projects;

Grant procedures and practices;

Plans and direct community needs assessment;

Understanding current trends and development in the area of housing, housing markets and real estate practices;

Supervision of code enforcement staff as it relates to animal regulation and neighborhood beautification ordinances, vehicle abatement program, shopping cart and animal control services contracts;

Serves as liaison between City departments and Federal, State, regional and local agencies and community organization; and

Performs other work as assigned.

### MINIMUM QUALIFICATIONS

#### Ability to:

Analyze and apply complex governmental instructions, regulations and legislation;

Exercise tact, resourcefulness and negotiation skills in dealing with individuals and groups from varied ethnic, social and economic background;

Formulate policies, and establish standards operating procedures within the division;

Prepare clear and concise staff reports and to speak effectively;

Interpret and apply legal requirements;

Prepare comprehensive reports before Commissions, Boards and City Council;

Establish and maintain positive working relationships with the public, fellow employees and related agencies;

Work in a team based environment and achieve common goals;

Effectively supervise staff, delegate work and maintain positive work environment.

### EDUCATION AND EXPERIENCE

The minimum qualifications for education and experience can be met in the following way:

#### Experience:

A minimum five years of highly responsible experience in administering housing and community assistance programs including at least two years of supervisory experience.

#### Education:

A Bachelor's degree in planning, public administration, or closely related field from an accredited college or university.

A Master's degree in planning, public administration, or a closely related field from an accredited college or university may substitute for one year of housing and community assistance program administrative experience.

#### Licenses and Certificates

Possession and continued maintenance of a valid class C California driver's license and a safe driving record.

Approved by:

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City Manager

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Date

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Human Resources Director

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Date